

# ECF FILING TIPS

1. Chapter 11 Monthly Operating Reports and Quarterly Post-Confirmation Reports. These are required to be electronically filed by the debtor's attorney. The debtor is not to file the reports directly with the court on paper. If the report includes attachments or exhibits that exceed 20 pages, then as permitted by Interim Operating Order No. 6, instead of scanning the attachments or exhibits, you may attach to the report, which itself is required to be electronically filed, a statement that there are attachment/exhibits which were too large to file electronically and that they may be viewed at the clerk's office. You must then send the court a paper copy of the entire operating report with all the attachments and the Notice of Electronic Filing on top, noted thereon that there are attachments/exhibits too large to electronically file. If the attachments/exhibits are 20 pages or less, then the debtor's attorney will need to scan them and electronically file the report and all attachments.
2. Relating your filing to a previous filing in the case. Many of the ECF filing entries contain the opportunity to refer your filing to an existing document already filed in the case. To refer (relate) your filing to an existing document, click on the box when "Does this filing refer to an existing document in this case?" is displayed. On the next screen, you will be prompted to select the document type of the related filing. Unless the case has a large amount of documents filed, it is best simply to click and drag to select all the types and the entire docket will be displayed on the next screen. To refer your filing to an existing filing, all you do is click on the box or boxes (you may refer your filing to more than one existing document) of the documents that relate to the document you are filing and then scroll to the bottom and click on next. The rule of thumb for relating your document to existing documents, is that the referring option should be used if the document you are filing is related to an underlying motion or other document.
3. If you are filing a motion or other document in an Adversary Proceeding and you are unable to find the proper entry under one of the Adversary categories, you may find the entry under the Bankruptcy category. You can use an entry from the Bankruptcy category to file a document in an Adversary Proceeding, but when you do, you must input the Adversary Number, not the main case number, when prompted for the case number.
4. Amended Answer to a Complaint. To file an Amended Answer to a complaint, you will need to select Other Answers under Bankruptcy. Be sure to input the Adversary Number, not the main case number, when prompted for the case number. Since you have already filed an answer, if you attempt to file it using the Answers under the Adversary Menu, the system will not let you because it will not accept another answer by the same party.
5. When filing an answer to a complaint using the Answers to Complaint option under the Adversary Menu, when you input the adversary number, you must input the entire number as

follows, 2-03-ap-511. If you simply input 03-511, the system may not permit you to file the answer.

6. Number of pages of scanned attachments. When filing a document that has attachments that are a large number of pages, it is best to break them down into smaller chunks. For example, if the motion you are filing has exhibits that total 100 pages, then when scanning the exhibits, you should end up with four separate documents, each 25 pages. Then when you file the motion you can use the attachment feature and upload each of the four parts of your exhibits. Please be sure to include a description of each attachment, such as Exhibits A thru D (if that is what is in the first 25 pages) or if you have one exhibit that is 100 pages, Exhibit A, pages 1-25.
7. The ECF General Order, Interim Operating Order No. 6 permits an attorney to serve another attorney using e-mail. If you have more than one e-mail account or there is a specific e-mail address that you want this service to be sent to, you need to include that e-mail address in any Notice of Appearance you file, include it in your address at the top of any pleadings you file and make that e-mail address your primary e-mail address on your ECF filing password account as that is the e-mail address displayed whenever the attorney name and address are displayed in ECF as part of the docket or displayed under the Query option. That way, the attorney who wants to serve you by e-mail will be selecting the e-mail address you have specified. You can change your primary and secondary e-mail addresses yourself by using the Maintain Your ECF Account option under the Utilities Menu.
8. Obtaining the updated master mailing list from the ECF system. To obtain the updated mailing list from the ECF system, select the Creditor Mailing Matrix option under the Reports Menu. Do Not use the Creditors link under the Query option as that list will not include all parties on the mailing list. When you use the mailing list generated by the Creditor Mailing Matrix option, it will include the bankruptcy court's address at the top of the list. Please do not send a copy of what you are mailing to the court's address.
9. To prevent uploading an incorrect pdf document. Click on the Browse button. Locate the pdf document in your directory and with the arrow placed on the document name, do a right-click on the document name. Then Click Open and the pdf document will open so you can verify that it is the correct document.
10. When you need to make a subsequent filing, click on Bankruptcy and start the process over. Do not use the Back button. You will receive an Internal Server Error message.
11. Problems with uploading scanned documents. If your scanned document is over 2 MB you may have problems uploading the document. The system may time you out before the document is filed or if the system accepts the filing, you may not receive the Notice of Electronic Filing receipt (see Item #12 on how to obtain the electronic receipt). In order to prevent this, the court recommends that the file size should be less than 2MB; the scanner

setting should be set no higher than 200 dpi and change brightness to a lighter setting. You should also clean out your cache file and temporary files.

12. To obtain a Notice of Electronic receipt at a later time. Log in with the attorney filing password. Go to Reports; click on Docket Report; insert case number and put a check mark next to Include Links to Notice of Electronic Filing. When the docket appears, click on the silver button next to the docket entry that you need the receipt for. Click Display Receipt.
13. Jointly Administered Cases. When filing a pleading or other document in the lead jointly administered case, you should only select, as the party, the debtor of that lead case number. Please do not add the names of the debtors from any of the other jointly administered cases. If any of them are added and the role of debtor is selected, then that party will be a joint debtor of the lead case in addition to being a debtor of its own case. Whenever, a debtor from one case is the filing party in another case, in that other case, the proper party role is interested party, not debtor.